

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
FEBRUARY 23, 2005

MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	Jeff Falter	Cliff Gronauer	Dave Schulte
Gary Lyndaker, Vice-Chair	Richard Gerling	Hayden Hill	Steve Siegler
Dan Ross	Rob Gourley	Gina Hodge	Mike Wankum
Steve Adams	Bob Meinhardt	J. Rick Mihalevich	Jim Weber
Harold Burnette	Don Lloyd	Scott Peters	Chris Wilkerson
Chip Byers	Cindy Renick	Mike Miller	Scott Willett
Todd Craig	Tim Dwyer	Ray Pope	
David Crain	Kay Dinolfo	Paul Wright	

MEMBERS NOT IN ATTENDANCE:

Jon Beck	Joanie Schwartze	Amy Niedergerke	DeWayne Sprenger
Greg Burris	George Hagedorn	Jon Rickman	Ryan Lanclos
Ralph Caruso	Russell Helm	Thomas Smith	Larry Lueckenhoff
Don Drueger	Gretchen Lockett	Tony Spicci	Doug Young
Steve Earney	Theresa Luebbering	Mary Willingham	
Stacy Gillmore	Mark Mabe	Jill Drennen	

Gary Lyndaker called the meeting to order at 8:30am.

PRESENTATIONS:

None

INTRODUCTIONS/ANNOUNCEMENTS:

1. COL Paul Monda has succeeded LTC Tom Smith as the Senior IT/CIO for the Missouri National Guard. LTC Smith will be leaving in mid-March to return to Washington DC
2. Jack Sanford a senior at MU visited the meeting through a mentoring program that Paul Wright is involved with.
3. Michael Elley, Chief Architect, OA Manager will be leaving for a new position
4. Dave Schulte is retiring from the Department of Corrections and Don Lloyd will be taking his position.

ACTION ITEMS:

1. Approval of January 26, 2005 Information Technology Advisory Board Meeting Minutes – Minutes from the January 26 meeting were presented for approval. Scott Willett made the motion to approve the minutes and Cliff Gronauer seconded the motion. Minutes were approved unanimously.
2. Environmental Scan – Dan Ross asked that anyone still needing to turn in this document should do so by the end of next week.
3. Personnel Committee Report on Cyber Security Positions – The report has been sent to all ITAB members as well as to the Advisory Council for review at their next meeting on April 12.
4. Function Codes Status Report – Chris Wilkerson will send the report to the committee for review. Any comments should be sent to Chris or Debbie Tedeschi as soon as possible.
5. Software Audit – Received reports from 7 agencies, several still need to report. Please send to Tom Stokes as soon as possible.

GENERAL BUSINESS:

1. CIO Discussion (Dan Ross)
Dan Ross greeted everyone. He has been approached by the new director of the Division of Accounting, Tom Sadowski, FMAC has interest in looking into Imaging and what each agency is doing with it at this point. Agencies may be approached about what imaging solution is being used or how you are using it. The Archives area of the Secretary of State will also be working with FMAC on this project.
 - Cell Phones - The Governor issued an executive order that no growth should be in this area without approval and Blackberries are included in this order. There is no formal procedure but

Dan will ask the Commissioner to issue something in writing. In general if it costs more or you are wanting to add more to what you currently have you will have to turn a request in to the Commissioner.

- IT Successes and Marketing – Media Cross is scheduling interviews with agencies to collect information for the marketing program. Everyone is encouraged to participate.
 - Meta Contract – A survey has been completed and will be moving towards an individual need or as needed contract.
 - State Information Sharing Project – Computer Associates will be helping with a project to identify opportunities for information sharing to give a statewide view of systems that are required to run the states business functions. Asking agencies to offer their CA Service days for this project.
 - 3rd Annual Digital Government Summit – June 16 at Capital Plaza. Everyone is encouraged to attend. More to come.
 - Advisory Board Meeting – March 22, Truman Building Room 400. Jan will be sending out more information.
 - National Associates of State Chief Information Officer (NASCIO) Award – Please turn in nominations by May 27 to Debbie. The final deadline is set for June 3. An email will follow with more information.
 - Security Assessment – Any agency that is interested in having a security assessment please contact RD Porter. Highly recommended and a very worthwhile process to go through.
 - Michael Elley's Departure - Michael's duties will be divided up and his position will not be filled at this time. Ron Thomas will take over Architecture and Debbie Tedeschi will take over Budget and a couple other areas.
 - Instant Messaging – Not included as part of the current email consolidation efforts.
 - COOP/COG – SEMA is issuing a purchase order and payments for work that is done in the agencies. SEMA will take care of the financing.
 - Vulnerability Assessment/Security Assessment - Due dates have been flip flopped. The Vulnerability Assessment is now due in October and Security will be due in March. They have been switched to make it easier on agencies.
 - Environmental Scan – About 50% have turned in their information at this time. Please get it turned in this week or first part of the next week.
 - Fund Transfers – Each agency's fiscal or budget section should be communicating with all IT directors regarding consolidation and the intentions. Dan is meeting with the directors to discuss the centralization process and to try and answer any questions or concerns they might have. The intent is to leave no IT capacity under the authority of the agency of the 13 affected agencies and that all IT staff will report to IT Director in each agency and then those staff will either directly or indirectly be employed by OA. OA will establish service agreements or customer agreements with the agencies. For those agencies that have IT capacity within divisions that are now more centralized, directors are encouraged to meet with all division directors and layout all the projects that they are wanting to accomplish and to prioritize work loads as a group and make work assignments from this. Dan would be glad to contact all the agency directors or budget analysts with this information. Documentation is forthcoming.
 - PC Bulk Buy – This is moving forward and the agreement was extended another 60 days. Gary reported that there will be an updated price list sent out because of some wrong pricing.
2. ITAB Chair Update (Jim Roggero) – Jim Roggero thanked Gary for filling in for him during the first part of the meeting
- PC Surplus – There have been problems brought up regarding the surplus process. Jim asked if anyone would want to share any thoughts with the committee. Gary talked about the slowness of surplus being picked up from his agency. Another issue brought up was whether or not there could be a central site for wiping off the pc's data. Steve Adams commented that he thought having a central area was a good idea but should not be the only option. Agencies should have the option of doing their own cleaning if they want. Jim Miluski from Purchasing of Materials Management shared some opportunities with surplus. Sealed bids can be done at each agencies own location as an option. Contracting outside sources is another option. Selling on E-Bay is yet another option. However, they require a lot more information then is supplied on surplus property. Surplus is willing to work with agencies on finding ways to solve the issues at hand. Gary will work with Jim and Karen from Surplus to put a document together to help agencies with surplus property in the future and include all options available. Surplus needs to know all the problems to find solutions to benefit everyone in the long run.
 - WWT Vendor Fair – This fair will be held at the Capital Plaza on March 16 & 17. Information is available on the WWT website.

- MO Electronic Records Education and Training Initiative Workshop – This workshop will be held March 24 at the Harry S. Truman Building in Room 490 and is sponsored by the Secretary of State. See the Secretary of States office for more details.

ITAB COMMITTEE UPDATES:

1. Architecture Review Committee Update (Bob Meinhardt/Michael Elley)
Bob Meinhardt reported that the product components were reviewed by the Security Committee and identified two products as current. These two products are Active Kill Disk and White Drive Pro and all agencies are encouraged to move towards either of these. Michael Elley stated that the pricing on one or both of these products offer an enterprise wide one year option or three year option. Actual prices will be posted soon. Architecture process has been asked to look at two additional projects. One is the web filtering software and it will be assigned to a particular domain for review. Also, the committee has been asked to assist FMAC with the Imaging project.
Domain Reports:
 - Architecture Technical Committee (Michael Elley) – No Report
 - Interface Domain Committee (Ron Thomas) – No Report
 - Information Domain Committee (Tim Haithcoat) – Committee has approved some products.
 - Infrastructure Domain Committee (Howard Carter) – No Report
 - Interoperability Domain Committee (Charles Williams) – No Report
 - Application Domain Committee (Pat Brooks) – No Report
 - Systems Management Domain Committee (TBD) – No Report
 - Security Domain Committee (Lora Mellies/RD Porter) – Lora reported on the Spy ware filtering. Two products were reviewed and approved by the Privacy Domain and they are Pest Patrol(bought by CA) and Addware, Just like antivirus, agencies need to have two spy ware filtering softwares because they do not all capture everything. RD is checking into whether the connection to Morenet could do most of the filtering and then in addition agencies are encouraged to use one of these other two as the second filter. The committee is also looking at other states security awareness training software. A message was sent to ITAB members asking for nominees to attend the CISSP training being funded by the Homeland Security Grant. Next meeting is March 17.
 - Privacy Domain Committee (Scott Willett) – No Report
2. Digital Government Committee Update (Lew Davison/Ron Thomas) – No Report
Subcommittee Reports:
 - Application Development Subcommittee (Jim Roggero/Pat Brooks) – No Report
 - Credit Cards Subcommittee (Scott Peters) – No Report
 - CRM Subcommittee (Don Lloyd) – No Report
 - Digital Certificates Subcommittee (Todd Craig) – No Report
 - Digital Media Subcommittee (Jim Weber/Kay Dinolfo) – No Report
3. MOTEC Update (Tim Dwyer/Laura Mertens) – Tim Dwyer went over the Steering Committee Charter that was sent to the members for review and consideration. Gina Hodge made a motion to accept the charter and Paul Wright seconded the motion. Charter was approved by the ITAB committee. Tim also reviewed the monthly MOTEC report with the committee.
4. Personnel Committee (Chris Wilkerson) – Chris reported on the sheet that was handed out at the last meeting. There has been a description filled out for each specialty code. Chris will send out an updated sheet to all the members today for review and comment. The committee will review these descriptions annually.
5. Project Management Standing Committee Update (Jim Weber/Tom Stokes) – Jim Weber reported that this committee met last Friday. Tom gave an update on the RFP – all responses have been put back in. The position on the white paper discussed at the last meeting is still working and Jim will be meeting with Dan this afternoon.
6. Missouri Value Assessment Program - MoVAP (Paul Wright) – Paul Wright reported that the committee has discussed automation of MoVAP. In the interim the committee has talked with Bill Bott from the Missouri Managing Results for some feedback and he thinks it is a very good concept. Still in the process to get in with Dan Ross to further discuss this program.

COLLABORATIVE EFFORTS:

1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – Jeff Falter reported the User Group committee received a demo at their last meeting on the Public Service Commissions Interface for time leave with SAMII. The committee was very impressed and thought it would be nice for all agencies to have the opportunity to do this same type of Interface. Todd Craig added that they would be happy to show the

demo to any agency that is interested. They have shown it to several agencies already. Jeff said that the committee wants to know if this is something that the ITAB committee wants them to pursue. ITAB gave them the approval to proceed.

2. Internet/MOREnet Update (Chip Byers) – Chip reported that this committee is working on several things but the main item is Next Generation Fiber network and will be brought to the MOREnet council in April.
3. Network Management Consortuim Update – On hold.
4. Missouri Network Management Steering Committee (Scott Willett) – Scott reported that the next scheduled meeting is Tuesday, March 1 in the Truman Building, Room 750. An agenda will go out shortly.
5. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary Eggen sent out the current report this morning. They are currently working with Worldwide Technologies on finalizing final issues on the Computers Plus issues. Narrowed down to warranties and should have resolved by the next meeting. IT consulting contracts have been renewed to February 28, 2006. This will be the final expiration date.
6. Technology Services Update (Gail Wekenborg) – Gail reminded everyone that the disaster recovery drill will begin on Monday and run for 72 hours. There will be a steering committee meeting the last Thursday in March.
7. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – Jeff reported the GIS Users conference being held this week had 350 in attendance and ends today.

OPEN DISCUSSION:

1. Current/Planned Bids – Steve Adams reported that they are looking to do a pilot for Information Training System and also a Training Management System. Chris Wilkerson said they have seriously been looking at a Document Management System. Paul Wright reported they have a bid going out for Conversion right now.

REVIEW OF ACTION ITEMS:

1. Environmental Scan – Have turned in by next week
2. Software Audit – Still need several of them. Please turn in as soon as possible
3. Function Codes – Chris Wilkerson will send out list to the members for review. Chris asked that any comments be sent to him within the next two weeks.
4. PC Surplus – Gary Lyndaker will work with Jim and Karen from Surplus to put a document together to help agencies with surplus property in the future and include all options available.
5. CISSP –A message was sent to ITAB members asking for nominees to attend the CISSP training being funded by the Homeland Security Grant. Michael Elley has asked members to get nominees turned in as soon as possible.

NEXT MEETING:

1. The next ITAB Meeting is scheduled for **Wednesday, March 30, 2005 at 8:30am at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**